



Accreditation Work Group

MINUTES

Friday, October 26, 2018

12:30 p.m. to 2:30 p.m.

Cravens Student Services Center

Multi-Purpose Room

Members Present: Amanda Phillips, Annebelle Nery (administrator co-chair), Bert Bitanga (faculty co-chair), Carl Farmer, Daniel Martinez, Donna Greene, Gary Ginther, Jeff Baker, Jennifer Baker, Julia Breyer (alt. for Joel Kinnamon), Sandra Hauf, Scott Ventura, Wendy Sanders

Members not Present: Arturo Delgado, Chris Jones-Cage, Courtney Doussett, John Ramont, Kim Dozier, Mark Zacovic, Sheri Willis

Guests: None

Recorder: Jeff Larson

AGENDA

1. Call to Order/Roll Call The meeting was called to order at 12:35 p.m.

2. Action Items

2.1. Approval of Agenda

2.1.1.DISCUSSION:

2.1.1.1. None

2.1.2.CONCLUSION:

2.1.2.1. The agenda was approved as presented.

2.1.3.FOLLOW-UP ITEMS:

2.1.3.1. None

2.2. Approval of September 22, 2017, Minutes

2.2.1.DISCUSSION:

2.2.1.1. None

2.2.2.CONCLUSION:

2.2.2.1. The minutes were approved as presented.

2.2.3.FOLLOW-UP ITEMS:

2.2.3.1. None

3. Information/Discussion Items

3.1. Debrief October 2017 Visit

3.1.1.DISCUSSION:

- 3.1.1.1. The visiting team's report included five commendations for the college and four recommendations for improvement (see item 3.1.2 below for additional information).

3.1.2.CONCLUSION:

- 3.1.2.1. n/a

3.1.3.FOLLOW-UP ITEMS:

- 3.1.3.1. None

3.2. January 2018 Action Letter

3.2.1.DISCUSSION:

- 3.2.1.1. Annebelle Nery distributed the [corrected January 2018 action letter](#) received from ACCJC. The correction moved the item regarding course student learning outcomes from a recommendation to a compliance requirement. (This compliance requirement had already been identified by the college in a Quality Focus Essay.) The remaining items are recommendations for continued improvement of institutional effectiveness.

3.2.2.CONCLUSION:

- 3.2.2.1. n/a

3.2.3.FOLLOW-UP ITEMS:

- 3.2.3.1. None

3.3. Follow-Up Report

3.3.1.DISCUSSION:

- 3.3.1.1. Annebelle Nery distributed the draft of the Follow-Up Report and asked the work group members to review it. She pointed out several key passages in the report for the members to consider. The draft has been reviewed by Kim Dozier, chair of the Outcomes and Assessment Committee, who provided feedback and input. Members discussed various aspects complying with the requirement for assessment of course student learning outcomes. The draft will also be taken to Outcomes and Assessment for review.

3.3.2.CONCLUSION:

- 3.3.2.1. The draft of the Follow-Up Report will be uploaded to the Accreditation Work Group page. It will go to Executive Cabinet for review, and then will have first and second readings at Academic Senate and College Planning Council. Following the completion of the collegial consultation process, the Follow-Up Report and supporting documents will be presented to the Board of Trustees.

3.3.3.FOLLOW-UP ITEM #1:

- 3.3.3.1. Take Follow-Up Report to Executive Cabinet

3.3.4.PERSON RESPONSIBLE:

- 3.3.4.1. Annebelle Nery

3.3.5.DEADLINE:

3.3.5.1. October 30, 2018

3.3.6.FOLLOW-UP ITEM #2:

3.3.6.1. Take Follow-Up Report to Academic Senate for 1st and 2nd readings

3.3.7.PERSON RESPONSIBLE:

3.3.7.1. Annebelle Nery

3.3.8.DEADLINE:

3.3.8.1. Fall 2018

3.3.9.FOLLOW-UP ITEM #3:

3.3.9.1. Take Follow-Up Report to College Planning Council for 1st and 2nd readings

3.3.10. PERSON RESPONSIBLE:

3.3.10.1. Annebelle Nery

3.3.11. DEADLINE:

3.3.11.1. Fall 2018

3.3.12. FOLLOW-UP ITEM #4:

3.3.12.1. Present Follow-Up Report to Board of Trustees

3.3.13. PERSON RESPONSIBLE:

3.3.13.1. Annebelle Nery

3.3.14. DEADLINE:

3.3.14.1. Winter 2019

3.4. Future Mid-Term Report

3.4.1.DISCUSSION:

3.4.1.1. The Mid-Term Report is due in three years. In summer 2019, a work group will be convened to draft an annual report to be added to similar reports in summer 2020 and summer 2021. TEAs will be available to pay faculty for their work on these reports. By drafting these annual reports will facilitate the process of submitting the Mid-Term Report.

3.4.2.CONCLUSION:

3.4.2.1. n/a

3.4.3.FOLLOW-UP ITEMS:

3.4.3.1. Convene summer work group to draft first of three annual reports as described above

3.4.4.PERSON RESPONSIBLE:

3.4.4.1. Annebelle Nery

3.4.5.DEADLINE:

3.4.5.1. Summer 2019

4. Adjournment: The meeting adjourned at 1:07 p.m.

NEXT MEETING:

To be determined